



September 28, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Measure A Strategy 4, Crossing Guard Program – Agreement Amendment with All City Management Services - Agenda Item 5c

Dear Commissioners:

**Executive Summary**

The TAM Crossing Guard program is providing trained crossing guards for critical intersections throughout Marin County. TAM approved funding for 39 crossing guard locations in February 2006. TAM approved a contract with All City Management Services (ACMS) in June 2006 to provide crossing guards at up to 50 locations. Following the Phase 2 data collection and evaluation, TAM approved funding for an additional 15 locations in July 2006, for a total of 54 guard locations. Since ACMS had an existing contract with the Novato Unified School District (NUSD) and twelve of the approved locations were located in the District, TAM also approved the development of a funding agreement with the District in July 2006. Under the terms of the agreement, TAM would provide funding for the twelve qualified locations and the District would manage them under the District's agreement with ACMS. This agreement amendment adjusts the ACMS agreement for the change in the number of crossing guard locations in TAM's ACMS contract.

**Recommendation: That TAM authorize the Chair to execute an amendment to the Professional Services Contract between TAM and All City Management Services reflecting the payment for the 12 guards in the Novato Unified School District through the separate Interagency Agreement with NUSD.**

The TAM Crossing Guard program is providing trained crossing guards for Marin County's most critical intersections. Public Works Directors from the Marin Public Works Association (MPWA) and the TAM Technical Advisory Committee (TAC) reviewed and recommended 39 crossing guard locations for funding. TAM approved funding for these 39 crossing guard locations in February 2006. TAM approved a contract with All City Management Services (ACMS) in June 2006 to provide crossing guards at up to 50 locations, in anticipation of the approval of additional locations following the Phase 2 data collection and evaluation. Following the Phase 2 data collection and evaluation, TAM approved funding for an additional 15 locations in July 2006, for a total of 54 guard locations. Since twelve of the total approved locations were located in the Novato Unified School District (NUSD) and the District had an existing contract with ACMS, TAM also approved the development of a funding agreement with the District in July 2006.

Under the terms of the NUSD agreement, TAM would provide funding to the District for the twelve locations that were approved by the TAM. The District would manage the twelve crossing guards under their existing agreement with ACMS.

This agreement amendment provides an adjustment to the TAM contract with ACMS to reflect the reduction in crossing guards, since those guards are being deployed and paid for through the TAM Agreement with NUSD.

**Recommendation:**

That TAM authorize the Chair to execute an amendment to the Professional Services Contract between TAM and All City Management Services reflecting the payment for the 12 guards in the Novato Unified School District through the separate Interagency Agreement with NUSD.

Attachments: Amendment 1 to the Professional Services Contract with All City Management Services (C-FY05/06-006)

## **First ADDENDUM TO AGREEMENT C-FY05/06-006**

### **BY AND BETWEEN THE TRANSPORTATION AUTHORITY OF MARIN AND ALL CITY MANAGEMENT SERVICES, DATED: SEPTEMBER 28, 2006**

**THIS First ADDENDUM** is made and entered into this 28th day of September 2006, by and between the Transportation Authority of Marin, hereinafter referred to as "TAM," and All City Management Services, hereinafter referred to as "Contractor."

#### **RECITALS:**

**WHEREAS**, TAM and the Contractor entered into an agreement for Crossing Guard Services dated 2-June 2006 ("Agreement"); and

**WHEREAS**, Exhibit A to the Agreement obligated Contractor to provide up to 50 crossing guards in Marin County; and

**WHEREAS**, the parties desire to amend the Agreement to provide 42 crossing guards in Marin County.

**NOW, THEREFORE**, the parties agree to modify Exhibits A & B as set forth below.

#### **AGREEMENT:**

1. Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.
2. Updated Certificate of Insurance(s) attached hereto.
3. Exhibits A & B is/are hereby amended to read as follows: see attachment Exhibits A & B.

**IN WITNESS WHEREOF**, the parties hereto have executed this First Addendum on the day first written above.

**"TAM"**

**"CONTRACTOR"**

**TRANSPORTATION AUTHORITY of MARIN**

**All City Management Services**

By: \_\_\_\_\_  
Chair, Steve Kinsey

By: \_\_\_\_\_  
Baron Farwell

APPROVED AS TO FORM (if changes to the Contract form language have been made):

By: \_\_\_\_\_  
Counsel

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

#### Locations and Hours

The contractor will be responsible for ensuring that crossing guard services are provided at the designated locations and at the designated hours on all days in which the designated schools in Marin County are in session. The contractor shall coordinate any scheduling questions and any schedule changes directly with TAM.

The crossing guard locations for the 2006-2007 school year are shown in Attachment A to this scope. A total of 42 locations are included in this contract for the 2006-2007 school year. The remaining twelve crossing guard locations are in the Novato Unified School District and are funded under a separate contract.

As requirements are evaluated, TAM reserves the right to add, delete, or revise the schedules, locations, and/or any portion of the work at any time with a 30-day notification, as may be deemed advisable at the contract price. Price negotiations on the contract are optional if the amount of the work is different from the above estimates by 25 percent or greater.

## Crossing Guard Locations

Transportation Authority of Marin 2006

Number	Location			Status *
	School District	Street - City	School	
1	KENTFIELD	SFD Blvd & Laurel Grove Ave Kentfield	Kent Middle School Bacich Elementary School	
2		College Ave & Woodland Ave Kentfield	Kent Middle School Bacich Elementary School	
3		College Ave at Stadium Way Kentfield	Kent Middle School	
4		Sir Francis Drake Blvd & College Ave. Kentfield	Kent Middle School	
5	LARKSPUR	Corte Madera & Tamalpais Dr Corte Madera	Neil Cummins School	
6		Mohawk, in front of Neil Cummins School Corte Madera	Neil Cummins School	Transition
7		Tam Racket Club & Doherty Rd Larkspur	Hall Middle School	
8		Tamalpais Dr & Eastman Ave Corte Madera	Neil Cummins School	Transition
9		Magnolia Ave & King St. Larkspur	Hall Middle School Redwood High School	
10	MVSD	E. Strawberry Dr. & Strawberry School Marin County	Strawberry Point School	
11		Throckmorton Ave & Old Mill St Mill Valley	Old Mill School	
12		East Blithedale and Lomita Ave Mill Valley	Mill Valley Middle School	
13		Camino Alto and Sycamore Ave. Mill Valley	Mill Valley Middle School	
14		Bell Lane & Enterprise Concourse Mill Valley	Tamalpias Valley Elementary	
15	NUSD	Center Road & Wilson Ave Novato	Lu Sutton Elementary School Sinaloa Middle School	NUSD agreement
16		Center Road & Leland Dr Novato	Lu Sutton Elementary School	
17		S Novato Blvd & Sunset Pkwy Novato	Lynwood Elementary School	
18		Sutro Ave & Dominic Dr Novato	Pleasant Valley Elementary School	
19		Arthur & Cambridge St Novato	Rancho Elementary School Novato High School	
20		S Novato Blvd & Yukon Way Novato	Rancho Elementary School Novato High School	
21		San Marin Dr & San Ramon Way Novato	San Ramon Elementary School San Marin High School	
22		Diablo Ave between Hill and Center Novato	Hill Middle School	
23		Alameda Loma & Calla Mesa Novato	Loma Verde Elementary School	
24		Paladini & Vineyard (@ school) Novato	Sinaloa Middle School	
25		Wilson & Vineyard Novato	Sinaloa Middle School	
26		San Ramon Way & San Benito Way Novato	San Ramon Elementary School	
27	REED	Blackfield Dr & Tiburon Blvd Tiburon	Bel Aire School Strawberry Point School	
28		Avenida Mireflores & Tiburon Blvd Tiburon	Del Mar School	
29		Tiburon Blvd & Lyford Dr Tiburon	Reed School	

## Crossing Guard Locations

Transportation Authority of Marin 2006

Number	Location			Status *
	School District	Street - City	School	
30	REED	Trestle Glen & Tiburon Blvd Tiburon	Del Mar School	
31		Alvenida Mireflores @ School entrance Tiburon	Del Mar School	Transition
32		Karen Way @ School entrance Tiburon	Bel Aire School	Transition
33	ROSS	Lagunitas & Allen Ave (Shadylane) Ross	Ross Elementary School	
34		Ross Common & Lagunitas (Poplus) Ross	Ross Elementary School	
35		Lagunitas & SDF Blvd Ross	Ross Elementary School	
36	ROSS VALLEY	Green Valley Court & Butterfield Sleepy Hollow	Brookside School	
37		Oak Manor & SFD Blvd Fairfax	Manor Elementary School	
38		Sir Francis Drake & Tamal Ave. San Anselmo	Brookside School	
39		Sir Francis Drake & Broadmoor Ave San Anselmo	Brookside School	
40		Sir Francis Drake & Barber Ave/Ross Ave San Anselmo	Wade Thomas School	
41		Butterfield Road in front of school San Anselmo	Brookside School (lower campus)	Transition
42	SRES	W Castlewood Dr & Knight Dr San Rafael	Glenwood Elementary School	Transition
43		177 N San Pedro Road (in front of school) San Rafael	Venetia Valley Elementary School	
44		Happy Lane & Fifth Ave San Rafael	Sun Valley Elementary School	
45		Woodland Ave & Siebel San Rafael	Laurel Dell Elementary School Davidson Middle School	
46		Knight Drive & Ashwood Ct San Rafael	Glenwood Elementary School	Transition
47		Kerner Blvd & Canal Street San Rafael	Bahia Vista School	
48		Bahia Way @ School entrance San Rafael	Bahia Vista School	
49		Bahia Way & Kerner Blvd San Rafael	Bahia Vista School	
50		160 North San Pedro Road San Rafael	Venetia Valley Elementary School Private schools	Transition
51	DIXIE	Las Gallinas and Miller Creek Rd Marin Wood	M. Silveria Elementary School Miller Creek Middle School	
52		Arias Street & Nova Albion Way San Rafael	Vallecito Elementary School Terra Linda High School	
53		Nova Albion Way (@ Vallecito School) San Rafael	Vallecito Elementary School	
54		Mt Shasta & Idylberry San Rafael	Dixie School	

\*Notes      Locations are currently staffed by All City Management Services unless identified as "transition."  
Transition sites are currently staffed by school staff, volunteers or are under review.  
NUSD locations are staffed under a separate interagency agreement with the NUSD

**EXHIBIT "B"**  
**Fees and Payment Schedule**

Payment and Records

The agreed upon cost for providing crossing guards at 42 locations for a 180 day school year is a total of thirty-one thousand five hundred (26,460 hours) shall not exceed five hundred thirteen thousand five hundred ninety four dollars (\$435,626.00), including \$425,526 for direct labor costs and \$10,100 for additional direct costs.

The contractor shall submit invoices to TAM on a monthly basis for the number of hours actually worked. The contractor shall manage all payroll responsibilities, ensuring that all guards receive weekly payroll and workers' compensation coverage in accordance with all state and federal requirements.

Contractor will be compensated per the billing rates with the total not to exceed \$435,626.00 over the contract performance period from July 1, 2006 to June 30, 2007.

**DIRECT LABOR COST**

TAM will pay for hourly services in accordance with the agreed crossing guard locations and hours at the agreed hourly rate of ten dollars and seventy-five cents (\$10.75), with a three and one half (3 1/2) hour minimum day. Training will be provided at the same rate for six hours per guard. Crossing guard supervisors will be paid at the hourly rate of twelve dollars (\$12.00), for an eight hour day.

<b>Hourly rates:</b>	
Crossing Guard services	\$284,445
Training	\$4,064
Supervisors	\$34,560
<b>Sub Total</b>	<b>\$323,069</b>
<b>Overhead:</b>	
Insurance, workers comp, and liability insurance	\$75,921
Travel allowance for supervisors	\$5,406
Administrative Services and Fees	\$21,130
<b>Sub Total overhead</b>	<b>\$102,457</b>
<b>Total</b>	<b>\$425,526</b>
<b>Average hourly rate</b>	<b>\$16.08</b>

## ADDITIONAL DIRECT COSTS

Additional Direct Costs will be reimbursed as follows:

1. Uniforms and equipment                      At invoice cost to Contractor
2. Department of Justice Fees                      At invoice cost to Contractor

The budget for the indirect costs (based on up to 60 crossing guards) is:

Uniforms and equipment	\$5,600
Department of Justice Fees	\$4,500
<b>Total</b>	<b>\$10,100</b>

## CONTRACT TOTAL

Direct Labor Cost	\$425,526
Additional Direct Costs	\$10,100
<b>Total Contract</b>	<b>\$435,626</b>